

Retention and Classification Report

Agency: Department of Environmental Quality. Water Quality Board
(1331)
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Records Officer Jenny Potter

24215	Publications
81872	Water Pollution Control Committee administrative files
07795	Water Pollution Control Committee minutes

AGENCY: Department of Environmental Quality. Water Quality Board

SERIES: 24215

3

TITLE: Publications

DATES: 1953-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records created by the board, including pamphlets, reports, and other published or processed documents. These records include information on water pollution, river flow measurement, sewage treatment, wastewater disposal, and other issues addressed by members of the Water Quality Board and its precursors. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/02/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Department of Environmental Quality. Water Quality Board

SERIES: 24215

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Water Quality Board

SERIES: 81872

3

TITLE: Water Pollution Control Committee administrative files

DATES: 1966-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is the record of the members of the committee, their qualifications, and their activities while on the board. The files include resumes, travel reimbursement requests, appointment letters, and letters of appreciation for outgoing members. Personal information may include age, current and past addresses, educational level, employer, employment history, ethnic group, job position information (grade/step, etc.), membership in groups, name, occupation, occupational licenses, political affiliations, signature, and social security number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper: Retain in Office until the individual is no longer on the committee and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

As a body charged with helping set programs and policies to control water pollution, information as to the members of the committee and their backgrounds is of research value. For administrative ease, these records should be kept in the office as long as the member is active on the committee.

AGENCY: Department of Environmental Quality. Water Quality Board

SERIES: 7795

4

TITLE: Water Pollution Control Committee minutes

DATES: i 1953-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the committee created to establish programs to prevent, abate, or control water pollution; to establish standards of water quality in the state; to approve or deny permits to discharge pollution; and to engage in other activities designed to control water pollution. It included the time and place of the meeting, people present, issues discussed, and decisions made.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

The minutes of this committee's meetings have permanent research value. The in-office retention was established through discussion with the staff.